

CENTRAL RECORDS SUPERVISOR

DEFINITION: Under general supervision, performs supervisory and specialized clerical work of moderate difficulty, including planning and supervising the work of clerical staff engaged in central records maintenance; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Manages central records functions in accordance with applicable policies, procedures, and guidelines; supervises and monitors work assignments of subordinates; conducts performance appraisals and makes recommendations for appropriate action; interprets and/or provides orientations regarding the retention and disposition policies, procedures, and guidelines; provides training on records management; develops and implements automated systems to maintain inventory of records; maintains and updates records retention manuals.

Assists in the development of annual departmental budget; prepares grant proposals; establishes and implements short and long range goals, objectives, policies and operating procedures; assists with research and evaluation of improved information technology; prepares required reports; attends meetings and represents department at various meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of records management, supervision and personnel management procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing records management responsibilities.

Knowledge of budget and reporting systems and records retrieval systems.

Knowledge of central records operational activities, mission and client service requirements

Skill in developing and analyzing the effectiveness of records management systems, procedures, and controls, and budgets.

Skill in operating and developing, records retrieval systems, reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of records management experience, one (1) of which must have been in a supervisory or lead capacity.

PREFERRED QUALIFICATIONS:

- One (1) year supervisory records management experience.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1216
Management Series
General Management Group
Overtime Code: Non-Exempt
Pay Grade: 60

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents may obtain a Navajo Nation Vehicle Operator's Permit within 90 days from date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.